

# **OUTREACH NOTICE**

## **Detail / Temporary Promotion Opportunity**

**Gila National Forest  
Supervisor's Office  
Silver City, New Mexico**



**Budget Officer GS-0560-09/11  
NTE 120 Day Detail**

The Gila National Forest in beautiful southwestern New Mexico is offering an opportunity for a highly skilled, self-motivated individual to serve a detail as the forest budget officer. The position is located at the Supervisor's Office in Silver City, New Mexico.

### **INTRODUCTION**

This position is located on the Gila National Forest (GNF). The incumbent is responsible for implementing, operating, and maintaining a single integrated financial information system that is responsive to user and customer needs. Serves as central point of contact for information on a variety of administrative functions, procedures and requirements on the unit.

### **MAJOR DUTIES**

Performs a variety of budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution. Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing bureau and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

Evaluates data submitted for consistency with historical data, current levels of operations, and anticipated changes in staffing and/or funding levels. Revises data as needed based on workload levels. Checks the accuracy and adequacy of budget justifications submitted by managers in support of budget requests and prepares further justification as needed to support requests. Validate depot new orders, workload, carryover, financial, labor hours and manpower requirements, all justifications to assure compliance with all budgetary guidance. Project labor and overhead rates for the preparation of fixed prices. Assures compatibility of projected costs between the budget and fixed prices for the assigned mission.

Performs rigorous analysis of budget requests by employing techniques such as cost benefit analysis, program trade-off, and exploring alternative methods of funding. Performs or directs analysis of performance, program status, trends against programmed missions, and utilization of resources in relation to program accomplishments and mission objectives. Meets frequently with program control personnel, and management representatives to gather and provide information, to coordinate

budget and Period of Performance (POP) requirements, and to resolve problems relating to funding or financial matters.

Serves as advisor to GNF leadership team and staff in support of the administration of the unit budget.

Serves as the advisor to the GNF leadership team and staff concerning administrative operations on the unit. Advises management staff of the potential consequences of proposed actions, and provides guidance and recommendations for making decisions.

Analyzes and recommends improvements to unit organizational structure, processes, and procedures.

Consults with Regional Office Acquisition Management staff assigned to the unit to provide general overview of procurement guidance and regulation.

Provides general guidance and answers to inquiries concerning the application of administrative regulations, legislative acts and policies received from Regional and/or Washington Office to ensure compliance with unit priorities.

Performs supervisory duties 20% or less of the time.

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants; encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees' skills. Adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability; and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal; or because all or part of an individual's income is derived from any public assistance program.

### **Gila National Forest**

Every National Forest offers its own unique beauty. The Gila's beauty is in its diversity of rugged mountains, deep canyons, meadows, and semi-desert country. It is one of the more remote and least developed National Forests in the southwest. Covering 3.3 million acres of publicly owned forest and range land, the Forest is the sixth largest National Forest in the continental United States. Elevations range from 4,200 to 10,900 feet and cover four of the six life zones. There are six ranger districts.

Flora and fauna are diverse. Ocotillo and cactus are found in the lower elevations, and juniper, pine, aspen, and spruce-fir forests are plentiful in the high mountains. Wildlife such as the black bear,

mountain lion, elk, deer, antelope, bighorn sheep, and wild turkey inhabit the Forest. Bald eagles, peregrine falcons, and red-tailed hawks are also present.

The Forest boasts a rich history of the Mogollon and Apache Indians, Spaniards, Mexicans, ranchers, prospectors and miners. Apache Chiefs Mangas Coloradas, Geronimo, and Victorio; conservationist, ecologist and author of the Sand County Almanac Aldo Leopold; Billy the Kid and other outlaws; and renowned lion hunter Ben Lilly are but a few of the personalities from the past that have left their mark in the Gila.

Another unique beauty of the Gila National Forest is its wilderness. The Gila, Aldo Leopold, and Blue Range wilderness areas offer unparalleled hiking and horseback riding. The 558,065-acre Gila Wilderness, created in June 1924 at the urging of the great conservation pioneer Aldo Leopold, was the world's first designated wilderness. The Wilderness areas on the Gila comprise a vast, roadless realm astride the Black, Mogollon, Diablo, and Blue mountain ranges, varying from grassland foothills upward through juniper woodland, ponderosa pine, and then spruce-fir forests on the high peaks. Mountain meadows, aspen glades, and spruce forests border on narrow, rock-walled canyons which in some places plunge to depths of more than a thousand feet.

The San Francisco, Gila, and Mimbres Rivers, the Catwalk, Pueblo Park Campground, Gila Cliff Dwellings, Mogollon Baldy, Castle Rock, Eagle Peak Mountain, Emory Pass, and the Burro Mountains are among the many islands of beauty on the Gila. Other areas of interest include Cooney's Tomb, El Caso Lookout Tower, Beaverhead, Reed's Peak, Frisco Hot Springs and Cherry Creek. More information can be found at [www.fs.usda.gov/gila/](http://www.fs.usda.gov/gila/).



## Location

Silver City is a full-service community and the cultural and recreational hub of Southwestern NM. At nearly 6000 feet, the area is a cool oasis from desert heat. The “four gentle seasons”, attract many tourists which help support an economy based on mining and ranching. Tourists flock here to hike the Gila Wilderness – the first Wilderness ever designated. Silver City was recently selected one of the healthiest places to live and retire. Many artists find inspiration in the nearby hills, and their galleries join with many restaurants and shops to line the historic downtown streets. This area was once home to the likes of Geronimo and Billy the Kid. The town hosts several summer events such as the Tour of the Gila (bicycle race), a Blues festival, and a PRCA rodeo. The influence of Hispanic and native cultures is readily seen in the food, language, and customs of the area. One can enjoy authentic Mexican food and buy unique art and gifts. Silver City is served by a small airport with daily flights to Albuquerque. Other major airport hubs within a 3 to 4 hour drive of Silver City include Tucson and El Paso.

To find more information about the Gila National Forest visit our website at [www.fs.usda.gov/gila/](http://www.fs.usda.gov/gila/)

## OUTREACH RESPONSE FORM

If you are interested in this position, please complete/send this **form** along with your **resume** to Tony Mireles, Supervisory Administrative Operations Officer; 3005 East Camino Del Bosque, Silver City NM 88061 or by email at [amireles@fs.fed.us](mailto:amireles@fs.fed.us), or Adam Mendonca, Forest Supervisor at [amendonca@fs.fed.us](mailto:amendonca@fs.fed.us) . For questions call Tony Mireles at (575) 388-8306, or email. Please respond by **May 2, 2016**.

### **PERSONAL INFORMATION:**

Name:		Date:	
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Address:	
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Email Address:	
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Phone:	
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Are you currently a Federal employee?	YES:		NO:	
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IF YES: Current Agency and location:	
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Current Title/series/grade	
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Type of Appointment:	Permanent		Term		Temporary	
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If you are not a current permanent employee (career or career conditional), are you eligible for appointment under any of the following special authorities?	
	Person with Disabilities
	Veterans Recruitment Act
	Former Peace Corps Volunteer
	Disabled Veteran with 30% Compensable Disability
	Pathways Program
	Veterans Employment Opportunities Act of 1998
	Other, please describe:

***Thank you for your interest in our vacancy!***